



SC-PAY GRADE 12

CADASTRAL MAPPING SPECIALIST I

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this class interprets basic documents that affect legal boundaries and title to real property. Work includes performing skilled tasks involving preparation and maintenance of digital maps and managing historical data for land records management.

EXAMPLES OF WORK:

Creates, maintains and updates databases using GIS; operates computer workstation to update maps as new data is received relative to new splits, subdivisions, developments, districts, zoning and other projects; conducts research of legal documents to ensure correct plotting of property descriptions; produces printed maps for both internal and external use showing map features, property boundaries, plotted lots, parcel numbers, recorded bearings and distances as applicable.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read and understand legal descriptions, deeds, plot books, and maps; knowledge with interpreting land descriptions, maps, drawings, charts, plans, survey records, and aerial photos; knowledge of principles of records management; ability to read, understand and apply relevant County rules, ordinances, codes, and regulations; ability to follow and effectively communicate verbal and written instructions; ability to work within deadlines to complete projects and assignments; ability to operate a personal computer utilizing a variety of specialized and standard software; ability to establish and maintain effective working relationships with property owners, representatives from other agencies, staff, department heads, elected officials and the general public.

QUALIFICATIONS:

Minimum of High School Diploma or GED with at least two (2) years' experience in automated mapping, geographic information systems, cartography, geography, planning, civil engineering, surveying or computer-aided design and drafting; Associate's Degree and/or GIS Certificate preferred; ArcGIS suite and ArcGIS parcel fabric maintenance experience preferred; ability to read and interpret plots, plans, and deeds is preferred; excellent verbal and written communication skills; excellent organizational and customer service skills; proficient in Microsoft Office Products (Word, Excel, Outlook).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-Hour work week (Monday thru Friday 8:30 am – 4:30 pm)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

02/2020